

## ICAC REPORTING TIMELINES

**REQUIREMENT:** A copy of each report submitted must be saved in the corresponding grant file.

REPORT	PERIOD COVERED	SUBMIT TO OCJP
<b>ICAC Quarterly Regional Progress Narrative Report</b> (This document is provided by your OCJP Program Manager)	<b>July 1<sup>st</sup> through September 30<sup>th</sup></b> <b>October 1<sup>st</sup> through December 31<sup>st</sup></b> <b>January 1<sup>st</sup> through March 31<sup>st</sup></b> <b>April 1<sup>st</sup> through June 30<sup>th</sup></b>	<b>Email to OCJP Program Manager</b>  <b>October 30<sup>th</sup></b> <b>January 30<sup>th</sup></b> <b>April 30<sup>th</sup></b> <b>July 31st</b>
<b>F&amp;A Invoice For Reimbursement</b>	<b>Monthly</b> <b>(minimum quarterly)</b>	<a href="mailto:Maher.M.Wasef@tn.gov">Maher.M.Wasef@tn.gov</a> <b>for Questions and Inquiries</b>  <a href="mailto:OBF.Grants@tn.gov">OBF.Grants@tn.gov</a> <b>for Invoicing</b>
<a href="#">Program Income Report</a>	<b>July 1<sup>st</sup> through June 30<sup>th</sup></b>	<b>July 31st</b>
<a href="#">Equipment Summary</a>	<b>July 1<sup>st</sup> through June 30<sup>th</sup></b>	<b>July 31st</b>